



By-Laws

Colorado Rural Workforce Consortium Board of Local Elected Officials

Article I

NAME

This body shall be known as the Colorado Rural Workforce Consortium Board of Local Elected Officials.

Article II

PURPOSE

- A. Solicit nominations and make selections for constituting the Colorado Rural Workforce Consortium Board as required by the federal Workforce Investment Act.
- B. Reach agreement with the Colorado Rural Workforce Consortium Board regarding the Workforce Development Plan for the Colorado Rural Workforce Consortium.
- C. Select the grant administrator and fiscal agent for the Colorado Rural Workforce Consortium.
- D. In cooperation with the Colorado Rural Workforce Consortium Board, approve funding allocations for employment and training services to the sub-regions.
- E. Representatives on the Board shall represent all counties within the Colorado Rural Workforce Consortium, on any issues concerning the Workforce Investment Act.
- F. In cooperation with the Colorado Rural Workforce Consortium Board, make recommendations to the Governor to replace or correct a sub-region that is out of compliance.

Article III

MEMBERSHIP

The Colorado Rural Workforce Consortium Board of Local Elected Officials shall be made up of eleven Local Elected Officials.

- A. Representatives on the Board shall be representative of each of the ten sub-regions within the Colorado Rural Workforce Consortium, which exist within 52 rural Colorado Counties. In the absence of the Board representative, an alternate designated from that sub-region shall have voting rights. The process for selection of the Local Elected Official to represent each of the eleven sub-regions shall be established within each sub-region.
- B. Terms for Board members are open ended with each member serving at the pleasure of, and representing all counties within their region. Any vacancy in the membership of the Board shall be filled in the same manner as the original appointment.

Article IV

ATTENDANCE

- A. If a member misses two (2) Board meetings in succession (unless deemed excusable by the Board); the Chairperson shall recommend to the Colorado Rural Workforce Consortium Board of Local Elected Officials that the member be dismissed.
- B. It is recommended that any member desiring to resign from the Board shall submit a written resignation to the Chairperson of the Colorado Rural Workforce Consortium Board of Local Elected Officials, with a copy to the Board Liaison thirty days prior to withdrawal date.

Article V

MEETINGS

- A. Meetings of the Colorado Rural Workforce Consortium Board of Local Elected Officials shall be held at a minimum of two (2) times per year. Written notice of all meetings will be mailed to all members of the Board at least thirty (30) days prior to the meetings and will include a copy of the minutes of the previous meeting and tentative agenda. The Chairperson working in conjunction with program staff shall prepare the agenda.

- B. Special meetings may be called by the Board Chairperson or upon request of a majority of the Board membership.
- C. All meetings of the Board are open to the public.
- D. A quorum at any meeting of the Board shall consist of a majority of the currently appointed members. Should a quorum exist, any action by the majority of those present shall be the action of the Board.
- E. The voting body of the Board shall consist of all members of the Board present.
- F. Voting on council motions may be made by: ballot; roll call; standing; rising of hands, or voice. Any member of the Board may ask for a motion.

Article VI

OFFICERS

- A. The officers of the Board shall be the Chairperson and the Vice-Chairperson. The Chairperson and the Vice-Chairperson shall be selected from among members of the Board.
- B. The Chairperson and Vice-Chairperson shall be elected by majority vote at the Spring meeting each year and assume the chairs on July 1. Any vacancy in an office may be filled for the unexpired term by the vote of the Board members.
- C. Duties of the Chairperson and Vice-Chairperson:
 - 1. The Chairperson shall be responsible for conducting all business matters approved by the Board. The Vice-Chairperson shall act in the absence of the Chairperson
 - 2. In the absence or inability of the Chairperson or Vice-Chairperson to perform all the duties of the Chairperson as prescribed, the Chairperson shall appoint a member of the Board to perform these duties.

Article VII

COMMITTEES

The Colorado Rural Workforce Consortium Board of Local Elected Officials will establish any committees it deems necessary to carry out the functions of the Board. The normal tenure for each committee shall be set at the time of establishment.

Article VIII

STAFF RELATIONSHIPS

- A. The Board shall be appropriately staffed.
- B. Staff shall be employees of the fiscal agent and/or grant recipient.

Article IX

AMENDMENTS

The by-laws of the Board may be amended from time to time by a two-thirds vote of the members present and voting at any regular meeting. The amendment must be reviewed and presented to all members of the Board prior to a vote.

Article X

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, newly revised, shall govern the Board in all cases in which they are applicable and when consistent with the by-laws of the Board.